

**Clark County Superior Court II
Drug Court Program Case Manager**

Requirements

1. Bachelor's Degree and one or more years working in a substance abuse or drug court treatment setting
2. Ability to meet minimum State qualifications to become a certified Probation Officer in the State of Indiana.
3. Ability to meet minimum state qualifications to supervise Drug Court participants and perform screenings.
4. Ability to be certified in the collection and interpretation of chemical test results.
5. Excellent written and communication skills.
6. Knowledge of treatment plans and their development. Ability to integrate written treatment plan into supervision and monitoring of the participants.
7. Ability to coordinate and match community resources to Drug Court participants.
8. Ability to effectively interview, investigate, and work with clients to assure proper completion of Program requirements.
9. Ability to effectively manage and resolve emergency/crisis situations.
10. Monitor urine drug testing.
11. Ability to conduct home, work, and treatment agency visits outside of the office.
12. Thorough knowledge of Microsoft Office software: Excel, Word, Access, etc...
13. Ability to work closely with treatment professionals, attorneys, police departments, and probation departments.
14. Ability to operate under the guidelines outlined in the Drug Court Policy and Procedures Manual.
15. Ability to assist in statistical reporting and outcomes measurement.
16. Must attend Drug Court Program staffing weekly to report the progress of participants.

Duties and Description

The Drug Court Case Manager will work closely with the Chief Probation Officer of Superior Court II and Drug Court Coordinator. The Case Manager will be responsible for the supervision of Program cases, monitoring participant progress, and maintaining records. The Case Manager will integrate a written individual treatment plan for each participant. The Case Manager will assist participants in learning lifeskills, developing interpersonal skills, following treatment plans, and coordinating ancillary services. The Case Manager will attend Drug Court Program staffing and Report Back Hearings. The Case Manager may be responsible for submitting paperwork to attorneys, the Supervising Judge, the Chief Probation Officer, and the Drug Court Coordinator. This is a full-time position, which may require night/weekend hours, and attendance at meetings away from the office. The Case Manager may be required to perform other functions similar or related the stated goals of the Program.

Salary **\$25,997.00 (plus benefits)** **Open Date** **December 5, 2003**

Please submit resume and cover letter to: Clark County Drug Court
501 East Court #218
Jeffersonville, IN 47130
fax (812)285-6384

